Posting Design/Construction to the Internet

NC Division of Purchase and Contract

Interactive Purchasing System (IPS)

Posting Design/Construction to the Internet

IPS

State of North Carolina
Interactive Purchasing System

Login Screen

Please enter your User Id and Password to login to the Purchase and Contract system	
User Id:	
Password:	

Submit

Open your internet browser & go to:
https://www.ips.state.nc.us/ips/agency/logon.asp
Enter your user ID & password & click the submit button

Posting Design/Construction to the Internet

State of North Carolina
Interactive Purchasing System

IPS - Main Menu

☐ Choose Location

Search for Registered Vendor

Search for Agency Bid

Post Bid

Post Design/Construction

Post Addenda

Bids Under Review

Search for Bids

Enter Price Match Award

Search for Price Match Award

Create Report/Excel Spreadsheet

Welcome to the North Carolina Interactive Purchasing System (IPS). Hover over the location on the left for a definition of the menu items

Click "Post Design/Construction" in the menu on the left of the page.

Posting Design/Construction to the Internet

State of North Carolina
Interactive Purchasing System

Posting Solicitations to the Internet

☐ Choose Location

- **Search Options**
- **Search QA Inspections**
- **Search for Registered Vendor**
- **Post Bid**
- **Post Design/Construction**
- **Post Addenda**
- **Bids Under Review**
- **Search for Bids**
- **Enter Price Match Award**
- **Search for Price Match Award**
- **Create Report/Excel Spreadsheet**

Bid Number (Must begin with 13-) [ ]

Description: [ ]

Bid Opening Date (mm/dd/yyyy): [ ]

Bid Opening Time (hh:mm): [ ]

Category List: [▼]

Mandatory Conference/Site Visit (mm/dd/yyyy): [ ]

Special Instructions: [ ]

Type Solicitation: ⦿ **Open Market Solicitation**
◯ **Recovery Funds**

[Next->]   [Cancel]

Enter your bid number beginning with your designated code (for this example 13-must be entered before the bid number). This code prevents duplicate bid numbers in the system. Enter the description of your bid (usually the title and or all keywords to search for the bid). Enter the bid opening date in the format specified. Enter the bid opening time in the format specified (This field is not military time and you do not need to type in A.M. or P.M.). Select a category from the drop down list. Click on the SELECT COMMODITY drop down arrow.

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Posting Solicitations to the Internet

Choose Location
- Search Options
- Search QA Inspections
- Search for Registered Vendor
- Post Bid
- Post Design/Construction
- Post Addenda
- Bids Under Review
- Search for Bids
- Enter Price Match Award
- Search for Price Match Award
- Create Report/Excel Spreadsheet

Bid Number (Must begin with 13-) 13-20102013

Description: Design

Bid Opening Date (mm/dd/yyyy): 11/01/2013

Bid Opening Time (hh:mm): 2:00

Category List:

Mandatory Conference/Site Visit (mm/dd/yyyy):

Construction Services
Design Services

Special Instructions:

Type Solicitation: ◉ **Open Market Solicitation**
○ **Recovery Funds**

[Next->] [Cancel]

If necessary, enter a Mandatory Conference/Site Visit in the format specified. Enter any Special Instructions if needed. Select the type of solicitation you are posting, then click on the next button

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Posting Solicitations to the Internet

NOTE: If a button labeled "Browse..." does not appear, then your browser does not support File Upload. Only documents with an extension of PDF should be selected for File Upload.
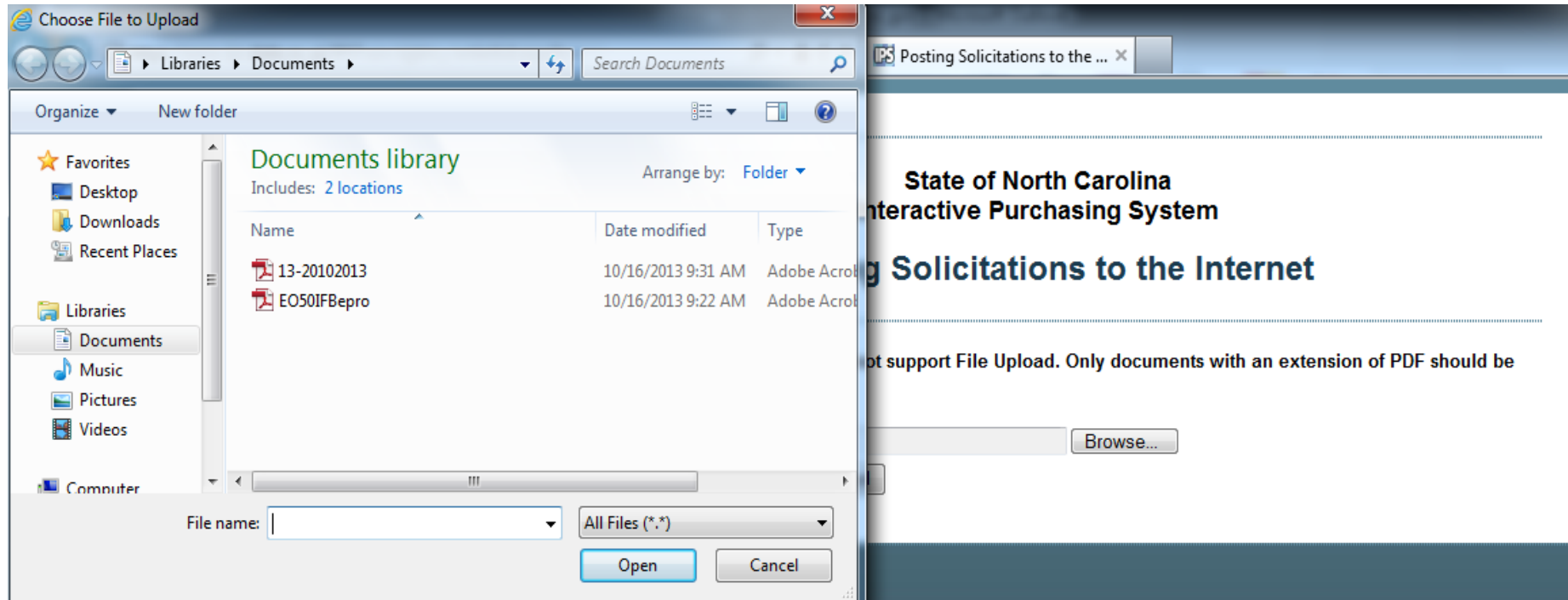
Document location/file name: [ ] Browse...

[Next-->] [Cancel]

Click on the browse button to upload your PDF bid file.

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To locate your PDF document, change the file types to All Files and select the location of your PDF document. Click once on the file name & click on the Open button.

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Posting Solicitations to the Internet

NOTE: If a button labeled "Browse..." does not appear, then your browser does not support File Upload. Only documents with an extension of PDF should be selected for File Upload.

Document location/file name: `C:\Users\kmdaniels-jackson\Documents\Scanned Documen` [Browse...]

[Next-->] [Cancel]

Your document location appears in the box. Click on the Next button.

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State of North Carolina
Interactive Purchasing System

Posting Solicitations to the Internet

Please verify this document is bid number 13-20102013
It is the responsibility of the purchaser to verify that the bid document in pdf format is correct.
If the correct bid document is not displayed, you must select DELETE EVERYTHING AND START OVER on the next page.

[Next-->]

> Verify the bid document you uploaded corresponds with the bid number you are posting and that the bid looks desirable. Click the Next link.

Posting Design/Construction to the Internet

State of North Carolina
Interactive Purchasing System

Posting Solicitations to the Internet

INSTRUCTIONS

Review the information below, select the appropriate action and press the submit key.

Bid Number	Description	Category	Commodity Class	Date Issued	Opening Date	Opening Time	Bid Type
13-20102013	Design	Design Services		10/16/2013	11/01/2013	2:00 PM ET	Open Market Solicitation

Determine the action to select:

- ⦿ Post to the Internet - All information is correct
- ◯ Make corrections - Incorrect field (such as category, open date, etc.)
- ◯ Delete everything and start over - the wrong bid document has been chosen or other major problems.

[Submit]

If everything looks ok, click on POST TO THE INTERNET – ALL INFORMATION IS CORRECT and click on the SUBMIT button. If you need to change any information listed in the tables shown above, click on MAKE CORRECTIONS – INCORRECT FIELD (SUCH AS CATEGORY, OPEN DATE, ETC.) and click on the SUBMIT button. If something is wrong with your document and you do not want to post it, click on DELETE EVERYTHING AND START OVER – THE WRONG BID DOCUMENT HAS BEEN CHOSEN OR OTHER MAJOR PROBLEMS and click on the SUBMIT button.

Posting Design/Construction to the Internet

Tips	IPS Public Menu	VendorLink NC Home	Vendor Registration	Change Vendor Information	Search for Registered Vendors	HUB Certification/ SWUC Program	Update HUB Information/ HUB Recertification	P & C Home

State of North Carolina
VendorLink System

Vendor Link
NC Public Menu

Welcome to Vendor Link NC. Listed below are definitions of each of the menu items above.

Tips for Vendor Registration & HUB Certification Process
Learn about the Vendor Registration process, choosing a User ID and Password, how to navigate through the menu system and much more.

IPS Public Menu
Access the Interactive Purchasing System to search for bids by category, department, open dates or bid number.

Vendor Registration
Register your business in the Vendor on-line registry and request HUB certification.

Now go to the public menu to make sure your bid is posted.